



Town of Bluffton
Request for Proposals
Wharf Street and Oyster Factory Park Improvements
RFP 2010-55

The Town of Bluffton, SC is soliciting sealed proposals from experienced firms to perform road and drainage work, soil stabilization and erosion control, and boat launch improvements. The project area is Wharf Street from Bridge Street to the May River, the public boat launch at the end of Wharf Street, and the bluff that is tangent to both of those other areas. The Scope of Work includes providing all materials, equipment, labor, and field testing required to complete the project. The areas have already been surveyed, geotechnical testing has been performed, and plans have been drawn up by certified engineers.

A mandatory pre-bid conference will be held at 10am on March 29th, 2010, at Bluffton Town Hall, 20 Bridge Street in Bluffton. Doors will close at 10:05am, so please plan accordingly. During the course of the meeting, contractors will tour the project site with Town staff and ask questions. Note: Contractors who do not attend this pre-bid meeting *will not* be allowed to submit proposals.

Sealed proposals, including all necessary supporting documents, are due by 10am on Thursday, April 22nd, 2010. Proposal packages may be mailed to Town of Bluffton, PO Box 386, Bluffton, SC 29910 or dropped off to Bluffton Town Hall, 20 Bridge Street. Proposal submittals must be clearly marked: Attention: Town Clerk, RFP 2010-55, Wharf Street Improvements. Firms should submit one (1) original proposal and three (3) copies by the stated deadline.

Proposals will be opened the same day, April 22nd, 2010 at 10:05am. The specific proposals and their contents will not be revealed, as the Town reserves the right to clarify what is being offered and to negotiate with any respondents before a decision is made and an award is announced.

Questions should be addressed to Laura Budak via email (lbudak@townofbluffton.com) or faxed to 843-706-4533. The cut off date for questions will be noon on April 14th, 2010. All questions and answers will be posted on the Town's website www.townofbluffton.sc.gov. All offerors should check the website before submitting their proposals to ensure that they have the most updated information.

PLANS

Plans for the project may be obtained from Accurate Reproductions, 1276 May River Road, Suite A, Bluffton, SC. They may be contacted at #(843)815-7323 or by e-mailing plotting@accurepro.com. The cost of obtaining sets of plans will be at the bidders' expense.

CONSTRUCTION SPECIFICATIONS

See *Attachment 1* posted on the Town of Bluffton website in same section as RFP.

SCOPE OF WORK

The tasks described in this section are not necessarily “all-inclusive”. Offerors should include in their proposals all tasks and services they deem necessary to satisfactorily complete the project as described in this RFP, as shown on the construction drawings, and per the construction specifications in the attachment provided. Note: In the Requests for Proposals process, cost is one factor in the evaluation process, but so is the Contractor’s demonstrated ability to comprehend and successfully execute all aspects of the project.

1) Wharf Street Road & Drainage Project

This is a construction project to improve the infrastructure on Wharf Street south of Bridge Street. The existing road surface is in poor condition and there are no gutters or stormwater infrastructure of any kind. The project will address both.

Specific tasks include:

- Contractor will add a cross-slope to the paved portion of the road to the west to direct water into the bio-swale and will re-surface the road to a uniform appearance by installing a leveling course of asphalt. Note: the road is currently crowned and the road surface is in very poor condition, although the base appears to be stable and the Town plans to retain the existing base.
- Contractor will remove approximately 50 linear feet of the existing paved road closest to the river and replacing with a pervious material. The contractor will need to excavate the area and install a soil stabilization webbing, commonly know as Geoweb (or equivalent product). And then backfill with the specified material. Information regarding this product, including materials specifications, additional supplies needed, installation procedure, and pricing can be obtained from: http://www.acfenvironmental.com/PDFs/Geoweb/Geoweb_LS_Install_Guide.pdf If the Contractor wishes to propose an alternate product, the alternate must be submitted at time of bid along with all relative data that will allow for a comparison to the product specified.
- Contractor will excavate an approximately 5 foot wide by 6-8” deep vegetated swale/ditch running parallel to the west side of the road will be excavated. The finished swale will have a series of curves, changes in depth, and other irregularities to make it appear more natural and to slow the flow of water. Although the swale will be eventually be vegetated, landscaping of the swale *is not* part of the current scope of work.
- Contractor will install a “Rain Tank” underground stormwater detention and infiltration unit (or comparable product) beneath a portion of the park to catch and treat the stormwater runoff flowing in the bio-swale. Information regarding this product, including

materials specifications, installation procedure, and pricing can be obtained from: <http://www.acfenvironmental.com/raintank.html>. If the Contractor wishes to propose an alternate product, the alternate must be submitted at time of bid along with all relative data that will allow for a comparison to the product specified.

- An overflow pipe from the Rain Tank bio infiltration unit will be installed through the bluff and excess water will be discharged via a “bubbler” unit.

2) Bluff Stabilization

At present, the majority of the vegetation on the bluff is Privet, which is an invasive species. The Privet has choked out all of the native species that would normally provide natural erosion control and this has caused the bluff to be eaten away over time.

- Contractor will remove all vegetation in the designated project area on the bluff.
- Contractor will provide fill dirt as necessary to restore a smooth slope
- Contractor will install Geoweb on top of the newly created slope and anchor it into the bluff per the specifications provided. The average grade of the completed slope will be 3:1 as specified on drawing C.09
- The Geoweb will be filled with good quality soil, suitable for the germination of plants. Note: due to the environmental sensitivity of the May River this soil mix must *not* be enhanced with either manure or any types of synthetic fertilizers. Information regarding the use of the Geoweb product for slope stabilization, including materials specifications, additional supplies needed, installation procedure, and pricing can be obtained from: <http://www.acfenvironmental.com/slopeprotection.html>
- Note: Although it is the Town’s intention to re-plant the bluff with native grasses which will eventually grow in and hide the Geoweb, landscaping of the bluff *is not* part of the Scope of Work for this project.

3) Boat Launch

Although this project is to be bid as part of the overall Scope of Work and will be completed at the same time as the other activities, it needs to be considered as a “project within a project”. ***Because this particular set of tasks and associated materials will be funded by SC DNR’s Water Recreation Fund, the Town will need a separate cost estimate as part of the bid submittal and separate billing throughout the project to clearly show the costs associated with this portion of the work.***

Another important consideration for this portion of the work is the fact that the boat launch is in almost constant use by the public and construction on it will also greatly impact the commercial business (Bluffton Oyster Company) that is located on the same spit of land and whose docks are in close proximity.

- Contractor will install articulated concrete mats and all associated base materials and geotextiles as specified in the plans and construction specification. One of the virtues of articulated concrete mats is that they are flexible and pre-formed and can be craned into place, requiring the boat ramp to be closed to the public for a very minimal amount of time
- In addition, soil stabilization is required for the travel path of vehicles and boat trailers across the soft oyster shell and sand beach area between where the road project ends and

the articulated concrete mats begin. The Contractor will need to excavate the designated area and install soil stabilization webbing (Geoweb) or equivalent. And then backfill with the specified materials, ending with a surface layer of the crushed oyster shell and sand that was originally excavated. Information regarding the Geoweb product, including materials specifications, additional supplies needed, installation procedure, and pricing can be obtained from:

http://www.acfenvironmental.com/PDFs/Geoweb/Geoweb_LS_Install_Guide.pdf If the Contractor wishes to propose an alternate product, the alternate must be submitted at time of bid along with all relative data that will allow for a comparison to the product specified.

GENERAL REQUIREMENTS

- Environmental Sensitivity: Since this project is directly adjacent to the May River, the Contractor shall take all necessary precautions to prevent runoff and other environmental impacts to the river.
- A Construction Staging Area is indicated on the plans. The Contractor, their employees, and their subcontractors must make every effort to store materials and equipment in this area only.
- Contractor will install all erosion control, silt fencing, tree protection, etc. as called for in the plans and required by Town ordinances. Neither the contractor's employees nor their equipment may cross into protected areas.
- Prior to mobilization, Contractor will attend a pre-construction meeting with Town staff to discuss the schedule and any confirm their understanding of the project.
- Contractor will provide a schedule of anticipated tasks and status report on a weekly basis. This list must also include site supervisor contact information and the names and contact information of any subcontractors being utilized that week. All persons listed as a point of contact must speak fluent English so that problems can be communicated effectively.
- Contractor will supply all materials, equipment, labor and supervision to provide a complete installation as required by drawings and attached construction specifications including project management, mobilization, traffic control, demolition, site clearing, erosion and sediment control, earthwork, drainage, utilities relocation, roadway, testing, cleanup, acceptance, closeout documentation, etc.
- Contractor will provide any construction documentation required for local agencies and jurisdictions.
- Contractor will apply for all construction permits and will schedule and submit to all required inspections. Note: Any Town of Bluffton permit fees will be waived.
- Contractor will provide any manufacturer's warranties and suggested maintenance information for all equipment and manufactured units installed as part of the project.

- Contractor will be responsible for all project inspection and testing requirements including the hiring of licensed testing firms as needed. Contractor shall review testing results and/or witness the actual tests, as required to insure the project is constructed per the drawings and specifications provided, and is fully operational. Contractor shall provide Town staff with copies of any and all test results and reports, if requested.
- Reports, schedules, test results, and other associated paperwork submitted shall be in both hard copy and electronic formats and shall become property of the Town of Bluffton.
- Subcontractors: Should the Prime Contractor wish to utilize subcontractors on this project, they must present a list of those subs, as well as their appropriate licensing, insurance, and qualifications *at time* of bid. Should the Contractor need to substitute a different company during the course of construction, the Town's Project Manager must be notified and all of the same information must be supplied for the new subcontractor before they are utilized. The Town reserves the right to prohibit subcontractors on a case by case basis if they are found not to be licensed to perform the work they have been hired for, are uninsured, or have accrued numerous and/or egregious safety violations. Note: At all times, the Prime Contractor will be responsible for the performance and conduct of their subcontractors.
- Change Orders: Any change orders for the project must be submitted by Contractor and approved by a Town representative *in writing* (via e-mail or correspondence) before the additional work is performed. All change orders must include a justification for the additional amount requested and must describe the work to be performed.
- Public safety must be considered at all times since work is to occur within a public park. The Contractor must take precautions at all times to utilize and store materials and equipment in a way that will prevent injury to citizens and their vehicles. Before leaving for the day, Contractor must ensure that proper signs, caution tape, physical barriers or other devices as needed to signal a hazard or restrict access are in place.
- In addition, the Contractor must insure the safety of their workers by adhering to industry best practices, OSHA safety, and traffic safety guidelines as applicable for the activity being performed. The Town's designated Project Manager reserves the right to temporarily stop work if they see an unsafe practice and to suspend work until the issue is addressed.
- Contractor will be expected to sign a standard C-520 Form of Agreement for a stipulated price with C-700 Standard Conditions (see **Attachments 2 & 3** for examples)

SCHEDULE

- The Town of Bluffton and Contractor will need to coordinate with Mr. Toomer (owner of the Bluffton Oyster Company) in order to minimize impact to his business. It is very important to limit the amount of time the road and boat launch area will be closed to traffic. In order to do that, the Town will consider a Monday through Thursday extended work day schedule, night work during activities that require road closure, or other options as presented by offerors. In addition, Beaufort County Facilities staff and the general public must be notified in advance of any closures. Town of Bluffton staff will assist with the required notifications once contacted by the Contractor.

- The Contractor will also be required to coordinate work activities with the Town to accommodate certain special events at the park, such as community picnics and the Kids in Kayaks Program. The Town will discuss these events during the pre-construction meeting.
- Work must commence within two weeks of Notice to Proceed.
- Work must be completed no later than November 19th, 2010. In the event of unanticipated delays that impact the construction schedule or a need to schedule work in a way that lessens impact to boaters and the adjacent business, the Contractor shall submit a request *in writing* for an extension of the project deadline which cites why the delay is justified and any supporting documentation. If this procedure is not followed, the contractor may incur late fees and penalties in an amount not to exceed \$500 per day.

BID, PERFORMANCE, AND PAYMENT BONDS

Bid Bond: Each proposal package submitted must be accompanied by Bid Security in the form of a bid bond or certified check, payable to the Town of Bluffton, in an amount totaling not less than five percent of the Base Price. Should the selected Bidder voluntarily fail to enter into a contract for the work, or fail to provide a Performance Bond or a Payment Bond if requested, the Bid Security will be forfeited as a proper measure of liquidated damages that the Owner will sustain by failure of the Bidder to execute the Contract. A form for Bid Bond submittal is provided as ***Attachment 4***.

Performance Bond: A performance bond will be required from the Contractor, at time of contract signing, for one hundred percent (100%) of the contract price. The purpose of this bond is to ensure fulfillment of all of the contractor's obligations under the contract.

Payment Bond: A payment bond will be required from the Contractor, at time of contract signing, for one hundred percent (100%) of the contract price. The purpose of this bond is to ensure payment as required by law of all persons supplying labor and/or materials as part of the execution of the work provided for in the contract.

PROPOSAL SUBMITTALS

Three (3) copies of the proposal package must be submitted. All proposal packages must contain:

- A cover letter
- Description and history of the Offeror/Prime Contractor's company, along with location of the office this project will be run out of.
- Proof of appropriate professional licensing
- References for at least 5 projects the Prime Contractor's company has completed with the last 5 years including current contact information for at least 3 different owners. Please include a brief description of those projects –especially any experience that will be relevant to this project.
- Prime Contractor Proof of Insurance: General Liability of 1 million or greater, Automotive, Worker's Compensation
- Qualifications of the Prime Contractor's proposed construction supervisors: Project Lead,

Superintendent, etc.

- List of proposed subcontractors and all of their associated proof of appropriate professional licensing, appropriate insurance coverage, and qualifications.
- Proposed execution plan which includes: project tasks, and detailed schedule of when tasks will occur. Note: Please indicate times when you expect road closures and or/closure of the boat launch.
- A brief narrative, demonstrating the offeror's understanding of the work and project execution approach including compliance with Town ordinances, minimizing road and boat launch closures, any challenges the Contractor anticipates, etc.
- If the Contactor submitting a proposal finds that there is a specific and crucial construction activity that has not been included in the Town's Scope of Work, please list this as a separate activity with a separate and additional cost so that Town staff may understand that what is being offered is "above and beyond" the basic scope.
- Costs: The offeror is requested to complete the attached bid form and bid checklist, and to specifically break out all costs pertaining to the boat launch as indicated in the Scope of Work section of this RFP
- Bid Bond and form

EVALUATION CRITERIA

Each proposal will be evaluated based on the following:

- Total cost to complete project 50%
- Demonstrated understanding of project scope and challenges, as can be ascertained from information submitted by the offeror in their proposal: previous experience with similar projects, professional qualifications and references of prime *and subcontractors* proposed 20%
- Proposed timeline for completion and amount of detail provided in task schedule, to include information on anticipated road and boat launch closings 20%
- A bid package that is complete *at time of bid* and contains supporting documents listed in Bid Submittal section above, including proof of appropriate bonding, licensing and insurance as requested. 10%

TOWN OF BLUFFTON RIGHTS

Proposals must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date. No bid or proposal may be withdrawn during the validity period.

The Town reserves the right to refuse any and all proposals and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town reserves the right to accept the bid/proposal as a whole or any items under the Scope of Work. The Town reserves the right to amend the contract to include additional items via as may be necessary. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.

Any award will be contingent on offeror having appropriate State of South Carolina licenses and a valid Town of Bluffton business license.

Attachments

1. Construction Specifications
2. C-520 Form of Agreement
3. C-700 Standard Conditions
4. Bid Bond Form

Plan sets & Specifications

Plans for the project and construction specifications may be obtained from Accurate Reproductions, 1276 May River Road, Suite A, Bluffton, SC. They may be contacted at #(843)815-7323 or by e-mailing plotting@accurepro.com. The cost of obtaining sets of plans will be at the bidders' expense.